

**CAPS
(COMMONWEALTH AUTOMATED PAYROLL SYSTEM)
DISPOSAL SCHEDULE**

RCB	Disposal Schedule Series Title & Description List materials included in case file. Indicate arrangement.	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
Item No. 1	CAPS-E	Appoint new employee or Contractor	Office of the Comptroller	1 Year after the end of the FY (June 30)	6 Years	Destruction	7 Years
	Approval Copy						
	Completed input form with supporting documentation and authorized signatures for approval of max salary						
		Subject to Audit: Yes					
Item No. 2	CAPS-E	Appoint new employee or Contractor	Department	75 Years after termination	N/A	Destruction	75 Years after termination
	Record Copy						
	Completed input form with supporting documentation and authorized signatures						
	(Maintain in personnel folder)	Subject to Audit: Yes					
Item No. 3	CAPS-D	Enter/Modify Employee or contractor payroll deductions	Department	75 Years after termination	N/A	Destruction	75 Years after termination
	Record Copy						
	Completed input form with supporting documentation and authorized signatures						
	(Maintain in personnel folder)						
Item No. 4	CAPS-P	Enter/Modify Employee or contractor personal information	Department	75 Years after termination	N/A	Destruction	75 Years after termination
	Record Copy						
	Completed input form with supporting documentation and authorized signatures						
	(Maintain in personnel folder)	Subject to Audit: No					
Item No. 5	PREP	Modify permanent Payroll information	Department	75 Years after termination	N/A	75 Years	75 Years after termination
	Record copy						
	Completed input form with supporting documentation and authorized signatures for approval of status code changes						
	(Maintain in personnel folder)	Subject to Audit: Yes					
Item No. 6	PREP	Modify permanent Payroll information	Office of the Comptroller	1 Year after the end of the FY (June 30)	6 Years	Destruction	7 Years
	Approval Copy						
	Completed input form with supporting documentation and authorized signatures for approval of status code changes						
		Subject to Audit: Yes					
Item No. 7	PREN	Enter/Modify New amount for current month	Department	1 Year after the end of the FY (June 30)	6 Years	Destruction	7 Years
	Record copy						
	Completed input form with supporting documentation and authorized signatures						
		Subject to Audit: Yes					

**CAPS
(COMMONWEALTH AUTOMATED PAYROLL SYSTEM)
DISPOSAL SCHEDULE**

RCB	Disposal Schedule Series Title & Description List materials included in case file. Indicate arrangement.	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
Item No. 8	PREN	Enter/Modify	Office of the Comptroller	1 Year after the end of the FY (June 30)	6 Years	Destruction	7 Years
	Approval Copy	New amount for current month					
	Completed input form with supporting documentation and authorized signatures for approval of status code changes						
		Subject to Audit: Yes					
Item No. 9	PREO	Enter/Modify	Department	1 Year after the end of the FY (June 30)	6 Years	Destruction	7 Years
	Record copy	Other gross amount for current month					
	Completed input form with supporting documentation and authorized signatures for approval of status code changes						
		Subject to Audit: Yes					
Item No. 10	PREO	Enter/Modify	Office of the Comptroller	1 Year after the end of the FY (June 30)	6 Years	Destruction	7 Years
	Approval Copy	Other gross amount for current month					
	Completed input form with supporting documentation and authorized signatures for approval of status code changes						
		Subject to Audit: Yes					
Item No. 11	PRES	Enter/Modify	Office of the Comptroller	1 Year after the end of the FY (June 30)	6 Years	Destruction	7 Years
	Record copy	Accounts Payable, deficiency and retro special payroll					
	Completed input form with supporting documentation and authorized signatures						
		Subject to Audit: Yes					
Item No. 12	CPEC	Enter/Modify	Department	1 Year after the end of the FY (June 30)	6 Years	Destruction	7 Years
	Record copy	contract information					
	Completed input form with supporting documentation and authorized signatures						
		Subject to Audit: Yes					
Item No. 13	CPEH	Enter/Modify	Department	1 Year after the end of the FY (June 30)	6 Years	Destruction	7 Years
	Record copy	contractor hours					
	Completed input form with supporting documentation and authorized signatures (time sheets)						
		Subject to Audit: Yes					

**CAPS
(COMMONWEALTH AUTOMATED PAYROLL SYSTEM)
DISPOSAL SCHEDULE**

RCB	Disposal Schedule Series Title & Description List materials included in case file. Indicate arrangement.	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
Item No. 14	CPES	Enter/Modify	Office of the Comptroller	1 Year after the	6 Years	Destruction	7 Years
	Record copy	Contractor special		end of the FY			
	Completed input form with supporting	payroll, for year end		(June 30)			
	documentation and authorized	processing					
	signatures						
		Subject to Audit: Yes					
Item No. 15	CAPS-CN	Change employee or	Department	1 Year after the	6 Years	Destruction	7 Years
	Record copy	Contractor name		end of the FY			
	Completed input form with supporting	and/or employee		(June 30)			
	documentation and authorized	contractor number					
	signatures						
		Subject to Audit: Yes					
Item No. 16	CAPS-CS	Change employee or	Office of the Comptroller	1 Year after the	6 Years	Destruction	7 Years
	Approval Copy	Contractor social		end of the FY			
	Completed input form with supporting	security number		(June 30)			
	documentation and authorized						
	signatures						
		Subject to Audit: Yes					
Item No. 17	CAPS-CS	Change employee or	Department	75 Years	N/A	Destruction	75 Years
	Record copy	contractor social					
	Completed input form with supporting	security number					
	documentation and authorized						
	signatures						
	(Maintain in personnel folder)	Subject to Audit: Yes					
Item No. 18	CAPS-ER	Enter contractor or	Department	1 Year after the	6 Years	Destruction	7 Years
	Record copy	employee receipts		end of the FY			
	Completed input form with supporting	voucher		(June 30)			
	documentation and authorized						
	signatures						
		Subject to Audit: Yes					

**CAPS
(COMMONWEALTH AUTOMATED PAYROLL SYSTEM)
DISPOSAL SCHEDULE**

RCB	Disposal Schedule Series Title & Description List materials included in case file. Indicate arrangement.	Series List Purpose of Series Use, Creators & Legal Reference	Duplicates Location & Media	Office Retention	SRC Retention	Final Disposal & Conditions	Total Retention
Item No. 19	CAPS-T	Terminate employee	Office of the Comptroller	1 Year after the end of the FY (June 30)	6 Years	Destruction	7 Years
	Approval Copy						
	Completed input form with supporting documentation and authorized signatures						
		Subject to Audit: Yes					
Item No. 20	CAPS-T	Terminate employee	Department	75 Years	N/A	Destruction	75 Years
	Record copy						
	Completed input form with supporting documentation and authorized signatures						
	(Maintain in personnel folder)	Subject to Audit: Yes					
Item No. 21	Request form to approve payroll actions	Correspondence used to transmit various	Office of the Comptroller	1 Year after the end of the FY (June 30)	6 Years	Destruction	7 Years
	Record copy	"CAPS" forms for the					
	Signed cover letter detailing payroll changes such as pay raises	Office of the Comptroller's review and approval					
		Subject to Audit: Yes					